

Los Angeles County Municipal Storm Water Permit (Order 01-182)
Individual Annual Report Form
Attachment U-4

This form summarizes the requirements in Order No. 01-182. Each Permittee must complete this form in its entirety, except for those requirements applicable only to the Principal Permittee. Only report activities that were performed during the previous fiscal year. Upon completion, this form shall be submitted to the Principal Permittee, by the date specified by the Principal Permittee, for inclusion in the unified Annual Storm Water Program Report. Attachments should be included where necessary to provide sufficient information on program implementation.

The goals of this Report are to: 1) concisely document implementation of the Storm Water Quality Management Program (SQMP) during the past fiscal year; 2) evaluate program results for continuous improvement; 3) to determine compliance with Order 01-182; and 4) to share this information with other Permittees, municipal decision makers, and the public.

!	YOU MUST FILL OUT ALL THE INFORMATION REQUESTED <i>Do not leave any of the sections blank.</i>
N/A	If the question does not apply to your municipality, please indicate N/A in the space provided and provide a brief explanation
U	If the information requested is currently unavailable, please indicate U in the space provided and give a brief explanation.

This Report Form consists of the following sections:

SECTION	PAGE
I. Program Management	2-4
II. Receiving Water Limitations	5
III. SQMP Implementation	5-7
IV. Special Provisions	8
IV.A. Public Information and Participation Program	8-14
IV.B. Industrial/Commercial Facilities Program	15-17
IV.C. Development Planning Program	18-21
IV.D. Development Construction Program	22-23
IV.E. Public Agency Activities Program	24-33
IV.F. IC/ID Elimination Program	34-37
V. Monitoring	38
VI. Assessment of Program Effectiveness	38
VII. Certification	39

Los Angeles County Municipal Storm Water Permit (Order 01-182)**Individual Annual Report Form****Attachment U-4****Reporting Year 2010-2011****I. Program Management**

A. Permittee Name: CITY OF TORRANCE

B. Permittee Program Supervisor: JEFFERY W. GIBSON

Title: Community Development Director

Address: 3031 Torrance Blvd

City: Torrance

Zip Code: 90503

Phone: 310-618-5990

Fax: 310-618-5829

C. In the space below, briefly describe how the storm water program is coordinated within your agency's departments and divisions. Include a description of any problems with coordination between departments. To facilitate this, complete the Table 1.

The City of Torrance has implemented an Urban Storm Water Committee (USC) consisting of representatives for the City Manager's Office, Attorney's office, and both the Community Development and Public Works Department. This committee meets on a monthly basis to discuss issues related to NPDES and assigning tasks to implement the requirements of the MS4. These duties have been added to the staff's existing responsibilities. Most of the citywide training and outreach is provided in house by the Community Development NPDES Analyst, who oversees the NPDES Program. The Fire Department Hazardous Materials staff provides oversight of the Industrial & Commercial Inspection component with the assistance of the Community Development and Public Works department.

TABLE 1 - Program Management

Storm Water Management Activity	Division/Department	# of Individuals Responsible for Implementing
1. Outreach & Education	Community Development, Public Works, Fire	CDD-1, PW-1, Fire-1
2. Industrial/Commercial Inspections	Fire, (CDD & CM- Clean Bay Cert)	3
3. Construction Permits/Inspections	Community Development	4
4. IC/ID Inspections	Public Works, Community Development	PW-2,
5. Street sweeping	Public Works/ Community Svcs/Parks	PW-5 Parks – 3-5
6. Catch Basin Cleaning	Public Works	5
7. Spill Response	Public Works, Community Development, Fire	PW-3 CDD-3 Fire-
8. Development Planning (project/SUSMP review and approval)	Community Development, Public Works	PW-2 CDD-2
9. Trash Collection	Public Works, Community Svcs/Parks, Transit	PW-15 Parks- 3-5 Transit- 6

Los Angeles County Municipal Storm Water Permit (Order 01-182)
Individual Annual Report Form
Attachment U-4

D. Staff and Training

Attach a summary of staff training over the last fiscal year. This shall include the staff name, department, type of training, and date of training. *Please see attachment*

E. Budget Summary

1. Does your municipality have a storm water utility? Yes ☐ No ☒

If no, describe the funding source(s) used to implement the requirements of Order No. 01-182.

General Fund, Enterprise Funds (Transit, Water, Sewer and Trash), NPDES Permit Fees, Fire Fees

2. Are the existing financial resources sufficient to accomplish all required activities? Yes ☐ No ☐ *N/A*

3. Complete Table 2 to the extent that accurate information is available (indicate U in the spaces where the information is unavailable), and report any supplemental dedicated budgets for the same categories on the lines below the table.

4. List any additional state/federally funded projects related to storm water.

Prop 84 – State Grant for Storm Water Basin Enhancement Program \$3,300,000
Prop 12 – Madrona Marsh Enhancement Project \$780,000

Los Angeles County Municipal Storm Water Permit (Order 01-182)**Individual Annual Report Form****Attachment U-4****TABLE 2**

Program Element	Expenditures in Previous Fiscal Year	Estimated Amount Needed to implement Order 01-182
1. Program management	80,000 (NPDES Analyst)	80,000
a. Administrative costs	22,499 (MS4 Annual Fee)	30,000
b. Capital costs		TBD
2. Public Information and Participation		
a. Public Outreach/Education	6,500	10,000
b. Employee Training	2,500	5,500
c. Corporate Outreach	N/A	N/A
d. Business Assistance	N/A	N/A
3. Industrial/Commercial inspection/ site visit activities	66,879.00 (Fire)	80,000
4. Development Planning	25,000	25,000
5. Development Construction	40,000 (BMP Investigation & Inspection)	50,000
a. Construction inspections		
6. Public Agency Activities		
a. Maintenance of structural and treatment control BMPs	N/A	TBD
b. Municipal street sweeping	1,151,215	1,152,000
c. Catch basin cleaning	81,682	85,000
d. Trash collection/recycling	60,000 (PW)	60,000
e. Capital costs	N/A	N/A
f. Other		
7. IC/ID Program		
a. Operations and Maintenance	N/A	N/A
b. Capitol Costs		
8. Monitoring (TMDL)	10,406/yr	10,407/yr
9. Other	11,900 (Parks)	11,900 (Parks)
10. TOTAL	1,558,581	1,599,807

List any supplemental dedicated budgets for the above categories:

N/A

List any activities that have been contracted out to consultants/other agencies:

Public Works- Stormwater Basin Enhancement Program (Consultant)
 Public Works - NPDES Master Plan (Consultant)

Los Angeles County Municipal Storm Water Permit (Order 01-182)
Individual Annual Report Form
Attachment U-4

II. Receiving Water Limitations (Part 2)

- A. Are you aware, or have you been notified, of any discharges from your MS4 that cause or contribute to a condition of nuisance or to the violation of any applicable water quality standards? Yes ☐ No ☒
- B. Has the Regional Board notified you that discharges from your MS4 are causing or contributing to an exceedance of water quality standards? Yes ☐ No ☒
- C. If you answered Yes to either of the above questions, you must attach a Receiving Water Limitations (RWL) Compliance Report. The Report must include the following:
1. A description of the pollutants that are in exceedance and an analysis of possible sources;
 2. A plan to comply with the RWL (Permit, Part 2);
 3. Changes to the SQMP to eliminate water quality exceedances;
 4. Enhanced monitoring to demonstrate compliance; and
 5. Results of implementation.

III. SQMP Implementation (Part 3)

- A. Has your agency implemented the SQMP and any additional controls necessary to reduce the discharges of pollutants in storm water to the maximum extent practicable? Yes ☒ No ☐
- B. If your agency has implemented additional or different controls than described in the countywide SQMP, has your agency developed a local SQMP that reflects the conditions in its jurisdiction and specifies activities being implemented under the appropriate elements described in the countywide SQMP? Yes ☒ No ☐
- C. Describe the status of developing a local SQMP in the box below.

Los Angeles County Municipal Storm Water Permit (Order 01-182)
Individual Annual Report Form
Attachment U-4

The City has implemented the BMPs required under the SQMP. This includes BMP's associated with development planning, construction, illicit connection/discharge detection and elimination, and public agency programs. The City is in the process to develop a plan to use the City's detention basins as sub-regional BMPs to address the Santa Monica Bay Bacteria TMDL. The City is also developing a Scope of Work for an NPDES Master Plan to address existing and proposed TMDL's.

NOTE: The City developed the "NPDES-BEST MANAGEMENT PRACTICES" Standard (T303-0) which is issued with al work by private contractors within the public right-of-way, as minimum requirement. See attachment in required attachments labeled "NPDES-BMP"

- D. If applicable, describe an additional BMP, in addition to those in the countywide SQMP, that your city has implemented to reduce pollutants in storm water to the maximum extent practicable.

- Weekly street sweeping of all streets and sweeping of City-owned parking lots twice a month.
- Trash receptacles in most City controlled public parking lots and at City sponsored events.
- Trash receptacles at transit stops.
- CDS units installed at Torrance Beach
- Three retention basins requested to be certified by the Board as BMPs.
- Outlawed smoking on the beach.
- Participate in the Santa Monica Bay Restoration Commission Clean Bay Certification Program.
- Divert flows from Amie detention Basin away from Santa Monica Bay to Dominguez Channel during dry weather season.
- Participate in California Coastal Clean Up Day at Torrance Beach each year.
- Bio-swales and catch basin filters to treat all stormwater from the City Yard.
- Pilot program installed 30 catch basin full capture screens to test devices
- The Madrona Marsh capped the pipe leading from the carwash into the Preserve that would have potentially direct soapy water into the wetlands daily. This greatly reduces the amount of trash that the Preserve receives. And the Marsh also installed surf-gates to the southernmost storm drains on Plaza del Amo.
- Community Services/Parks Services installed several "pet –waste stations" at Wilson Park
- City of Torrance adopted an ordinance for no smoking in the parks (Ordinance No. 3743)
- All dumpsters have been painted with "keep lid closed" on the front to assist compliance with NPDES.
- Public Works switched out a total of 5 older 4 yard bins (two here at the City Yard adjacent to the pumps; three at the Airport) with the new self-closing lid cans.

- E. Watershed Management Committees (WMCs)

Los Angeles County Municipal Storm Water Permit (Order 01-182)
Individual Annual Report Form
Attachment U-4

1. Which WMC are you in? Dominguez Channel, L.A. Harbor, represented in Santa Monica Bay Jurisdictional Group 6, and Machado Lake Trash TMDL jurisdictional Group

Who is your designated representative to the WMC?

John Dettle, Engineering Manager, Torrance Public Works

Leslie Cortez, Senior Administrative Analyst / NPDES, Torrance Community Development Department

2. How many WMC meetings did you participate in last year? All WMC Meetings were attended as required by NPDES permit
3. Describe specific improvements to your storm water management program as a result of WMC meetings.

- Sharing information regarding TMDLs for Dominguez Channel, L.A. Harbor, Santa Monica Bay Jurisdictional Group 6, and Machado Lake.
- Coordinated development of Machado Lake Trash TMDL and Nutrient TMDL Monitoring Plans.
- Cost sharing for Implementation Plans for Santa Monica Bay Beaches Bacteria TMDL.

4. Attach any comments or suggestions regarding your WMC.

F. Storm Water Ordinance

1. Have you adopted a storm water and urban runoff ordinance to enforce all requirements of Order 01-182? Yes ☒ No ☐
If not, describe the status of adopting such an ordinance.

See attachment in required attachment section under Storm Water Ordinance

2. If yes, have you already submitted a copy of the ordinance to the Regional Board? Yes ☒ No ☐
If not, please attach a copy to this Report.
3. Were any amendments made to your storm water ordinance during the last fiscal year? Yes ☐ No ☒
If yes, attach a copy of amendments to this Report.

Los Angeles County Municipal Storm Water Permit (Order 01-182)
Individual Annual Report Form
Attachment U-4

G. Discharge Prohibitions

1. List any non-storm water discharges you feel should be further regulated:

- The Board should require all water agencies that have permitted discharges to coordinate those discharges with the Principle Permittee.
- Fire Hydrant flushing in drainage areas tributary to dry weather diversion pump stations should take place only at night and be planned, not to exceed pump station capacity.
- Fire sprinkler systems flushing prior to testing.
- Car washing
- Overwatering of lawns, gardens and landscape

2. List any non-storm water discharges you feel should be exempt, and provide an explanation for each:

- Incidental potable water discharges from Fire Hydrants used to fill street sweepers during their routes.
- Any discharges relative to testing structural BMP's

Los Angeles County Municipal Storm Water Permit (Order 01-182)**Individual Annual Report Form****Attachment U-4****IV. Special Provisions (Part 4)****A. Public Information and Participation (Part 4.B)**

In addition to answering the following questions, attach a summary of all storm water education activities that your agency conducted or participated in last year.

1. No Dumping Message

a) How many storm drain inlets does your agency own? 1257

b) How many storm drain inlets were marked with a no dumping message in the last fiscal year? 140 (re-stenciled)

c) What is the total number of storm drain inlets that are legibly marked with a no dumping message? 1257

If this number is less than the number in question 1.b, describe why all inlets have not been marked, the process used to implement this requirement, and the expected completion date.

N/A

d) How many public access points to creeks, channels, and other water bodies within your jurisdiction have been posted with no dumping signage in the past year? 0

Describe your agency's status of implementing this requirement by the date required in Order No. 01-182.

All public access points to creeks, channels, and other water bodies within our jurisdiction have been posted with no dumping signage

Los Angeles County Municipal Storm Water Permit (Order 01-182)
Individual Annual Report Form
Attachment U-4

2. Reporting Hotline

- a) Has your agency established its own hotline for reporting and for general storm water management information? Yes ☒ No ☐
- b) If so, what is the number? [City of Torrance Community Development Department, 310-618-5990 \(NPDES Coordinator, ext 5864\)](#)
- c) Is this information listed in the government pages of the telephone book? ([Torrance CDD](#)) Yes ☒ No ☐
- d) If no, is your agency coordinated with the countywide hotline? Yes ☒ No ☐
- e) Do you keep record of the number of calls received and how they were responded to? Yes ☒ No ☐
- f) How many calls were received in the last fiscal year? **150+**
- g) Describe the process used to respond to hotline calls.

A resident or staff member will contact the City's NPDES Program Coordinator or The Environmental Division (Community Development Dept.), who can provide general information, expedite the request by referring them to the appropriate department (ie: Fire if potentially hazardous illicit discharge, Public Works if reporting a clean-up of non hazardous spill or request for service), or refer the caller to the countywide hotline, 888-CLEANLA.

If the inquiry is a complaint or caller is reporting a spill or illicit discharge, CDD staff determines the responsible department and expedites the process to determine what kind of discharge is being reported. If the discharge is in progress and appears to be particularly harmful (e.g., dumping of what could be considered hazardous or toxic materials/waste) the matter is referred to Fire for immediate response. If the discharge is sewage, the incident is referred to Public Works for an immediate response. For/less serious discharges (e.g., wash water), a visit is scheduled as soon as possible. Environmental safety officers respond to non emergency calls.

- h) Have you provided the Principal Permittee with your current reporting contact information? Yes ☒ No ☐
- i) Have you compiled a list of the general public reporting contacts for all Permittees and posted it on the www.888CleanLA.com web site (Principal Permittee only)? Yes ☐ No ☒

If not, when is this scheduled to occur? **Not principal permittee**

Los Angeles County Municipal Storm Water Permit (Order 01-182)
Individual Annual Report Form
Attachment U-4

3. Outreach and Education

- a) Describe the strategy developed to provide outreach and bilingual materials to target ethnic communities. Include an explanation of why each community was chosen as a target, how program effectiveness will be determined, and status of implementation.
(Principal Permittee only)

The City of Torrance is not the Principal Permittee, however, we are now distributing outreach material in various languages, and work with the City of L.A. to obtain additional material such as BMP pamphlets and the FOG program laminated poster in English, Spanish and Chinese (Mandarin, Korean, Japanese, etc). Public Works also provides recycling and storm water pollution prevention outreach material in English and Spanish.

- b) Did the Principal Permittee organize quarterly Public Outreach Strategy meetings that you were aware of? Yes ☒ No ☐
 How many Public Outreach Strategy meetings did your agency participate in last year? 4 (one via webcast)
 Explain why your agency did not attend any or all of the organized meetings.

The City of Torrance attended all meeting as required by Permit

Identify specific improvements to your storm water education program as a result of these meetings:

All NPDES Municipal General Information Training is conducted in-house by the NPDES Analyst In addition, NPDES training in trade specific and program specific areas is continuously conducted Citywide. Information to Training Resources is provided at these meetings. The Community Development and Human Resource Departments track NPDES related training their database to ensure all internal staff has attended an NPDES General training session

List suggestions to increase the usefulness of quarterly meetings:

N/A

If quarterly Public Outreach Strategy meetings were not organized, explain why not and when this requirement will be implemented *(Principal Permittee only)*.

Los Angeles County Municipal Storm Water Permit (Order 01-182)
Individual Annual Report Form
Attachment U-4

- c) Approximately how many impressions were made last year on the general public about storm water quality via print, local TV, local radio, or other media?

BMP (Safe Environmental Practices) brochures

Local TV Cable spots

Several e-blasts to promote Green Torrance events

Approx 3,000 Website hits (www.torrnet.com)

Approx 4,800 website hits (www.recycletorrance.org) (based on a weekly average)

Several e-blasts to promote Green Torrance events

Approx 3,000 Website hits (www.torrnet.com)

Approx 4,800 website hits (www.recycletorrance.org) (based on a weekly average)

- d) Describe efforts your agency made to educate local schools on storm water pollution.

Presentation to local pre-schools on "Keeping the Oceans Clean"

- e) Did you provide all schools within each school district in Los Angeles County with materials necessary to educate a minimum of 50 percent of all school children (K-12) every 2 years on storm water pollution (*Principal Permittee only*)? Yes ☐ No ☒
- If not, explain why.

The City of Torrance is not the principal permittee

Los Angeles County Municipal Storm Water Permit (Order 01-182)
Individual Annual Report Form
Attachment U-4

- f) Describe the strategy developed to measure the effectiveness of in-school educational programs, including assessing students' knowledge of storm water pollution problems and solutions before and after educational efforts (*Principal Permittee only*).

The City of Torrance is not the principal permittee

For Permit Years 2-5, attach an assessment of the effectiveness of in-school storm water education programs.

- g) What is the behavioral change target that was developed based on sociological data and other studies (*Principal Permittee only*)?

The City of Torrance is not the principal permittee

If no target has been developed, explain why and describe the status of developing a target.

N/A

What is the status of meeting the target by the end of Year 5?

N/A

Los Angeles County Municipal Storm Water Permit (Order 01-182)
Individual Annual Report Form
Attachment U-4

4. Pollutant-Specific Outreach

- a) Attach a description of each watershed-specific outreach program that your agency developed (*Principal Permittee only*). All pollutants listed in Table 1 (Section B.1.d.) must be included.
- b) Did your agency cooperate with the Principal Permittee to develop specific outreach programs to target pollutants in your area? Yes ☒ No ☐
- c) Did your agency help distribute pollutant-specific materials in your city? Yes ☒ No ☐
- d) Describe how your agency has made outreach material available to the general public, schools, community groups, contractors and developers, etc...

Direct mailers in water bills and City newsletter, brochures at events such as Earth Day and Environmental Fair (2010-11), Chamber Expo, County Used Oil Recycling and within posting areas such as libraries, City Clerk's office, Chamber of Commerce and schools. Materials are also distributed during presentations and training sessions. Printed material is made available to residents at the public counters within several City departments.

5. Businesses Program

- a) Briefly describe the Corporate Outreach Program that has been developed to target gas stations and restaurant chains (*Principal Permittee only*).

The City of Torrance is not the Principal Permittee, however we participate in the Clean Bay Restaurant Certification Program and distribute Environmental Compliance Brochures to restaurants, auto retail, service facilities and gas stations. We have also supplied restaurants with brochures and pamphlets that describe BMP and Housekeeping practices to post on site as well as FOG posters to post in their kitchens

Los Angeles County Municipal Storm Water Permit (Order 01-182)**Individual Annual Report Form****Attachment U-4**

- b) How many corporate managers did your agency (*Principal Permittee only*) reach last year?
- c) City of Torrance is not principal permittee, however we have received sponsorship and partnered with several corporate managers during outreach events.
- d) What is the total number of corporations to be reached through this program (*Principal Permittee only*)?
- e) City of Torrance 50 corporations during events such as Coastal Clean Up Day, Environmental Fair, and business networking events, and through outreach and education on the Clean Bay Restaurant certification program.
- f) Is your agency meeting the requirement of reaching all gas station and restaurant corporations once every two years (*Principal Permittee only*)? Yes ☐ No ☒
If not, describe measures that will be taken to fully implement this requirement.

Applies to the principal Permittee, however outreach, education and information is typically provided during the inspection process. We work with the businesses in providing as much training as necessary for them to maintain compliance.

- g) Has your agency developed and/or implemented a Business Assistance Program? Yes ☒ No ☐
If so, briefly describe your agency's program, including the number of businesses assisted, the type of assistance, and an assessment of the program's effectiveness.

Applies to the Principal Permittee only, however the City of Torrance distributes flyers, "Environmental Resources for Businesses and "Get Green" brochures to the local businesses. The Torrance Chamber of Commerce distributes the Clean Bay Certification program brochure to local restaurants and maintains a supply at their public counter, and features articles on ocean pollution prevention in their quarterly magazine.

6. Did you encourage local radio stations and newspapers to use public service announcements? Yes ☒ No ☐
How many media outlets were contacted? 4
Which newspapers or radio stations ran them?

Daily Breeze, Torrance CitiCable, InfoBits (City of Torrance Employee newsletter), Torrance Tribune (new publication), and Torrance Magazine (Chamber of Commerce)

Los Angeles County Municipal Storm Water Permit (Order 01-182)
Individual Annual Report Form
Attachment U-4

Who was the audience?

General Public (Residents and City employees), Businesses, Schools

7. Did you supplement the County's media purchase by funding additional media buys? Yes ☐ No ☒
 Estimated dollar value/in-kind contribution: N/A
 Type of media purchased: N/A
 Frequency of the buys: N/A
 Did another agency help with the purchase? Yes ☐ No ☒
 8. Did you work with local business, the County, or other Permittees to place non-traditional advertising? Yes ☒ No ☐

If so, describe the type of advertising.

The City of Torrance is not the principal permittee, however, we worked with local businesses and agencies through several sources:

- City of Torrance Website and www.recycletorrance.org
- Flyers, posters and TV coverage for the annual Coastal Clean-Up Day
- Distribution of information and posters introducing the Commercial Industrial Inspections and FOG Programs
- Flyers recycling, and storm water pollution prevention event information inserted with trash/water bills and mailers
- Special public outreach events, Environmental Fair
- Special booth display at the Annual City Yard Open House and Annual Environmental Fair featuring an "NPDES Information Station"
- Restaurants identified as Clean Bay certified by the SMBRC posted certificates

Worked with City of L.A. in obtaining various outreach material (pet waste bags, storm water pollution prevention informational cards)

9. Did you establish local community partnerships to distribute educational storm water pollution prevention material? Yes ☒ No ☐

Describe the materials that were distributed:

- Eco friendly, biodegradable and recyclable give-a-ways to the public during California Coastal Clean-up Day, Environmental Fair, and the City Yard Open House, the City Health and Rideshare Fair, and at NPDES City Wide Training sessions.
- Flyers and waste management event information inserted with trash/water bills/mailers
- Giveaways and hand outs at the Library, HOA, Toyota, and Honda events.
- Oil Pledge Cards posted at various gas stations and distributed at City Sponsored Events (Open House, Earth Day)
- FOG and BMP information to local businesses to include gas stations, hotels, industrial facilities and restaurants.

Los Angeles County Municipal Storm Water Permit (Order 01-182)
Individual Annual Report Form
Attachment U-4

Who were the key partners? [Honda, Schools, local businesses, Heal The Bay and California Coastal Commission, Chamber of Commerce, Santa Monica Bay Restoration Committee, L.A. County & various non-profit organizations](#)

Who was the audience (businesses, schools, etc.)?

[General public to include schools, businesses, City staff and various local agencies](#)

10. Did you participate in or publicize workshops or community events to discuss storm water pollution? Yes ☒ No ☐

How many events did you attend? [15 \(the City of Torrance has an in-house Analyst/NPDES coordinator who attends and organizes various outreach workshops and events\)](#)

11. Does your agency have a website that provides storm water pollution prevention information? Yes ☒ No ☐

If so, what is the address?

[Information is posted throughout the City website \(www.tornet.com\) within different department pages. A new used oil recycling webpage was added, "Recycle Torrance" City's website has a link to Los Angeles County Environmental Resources website, which has a "storm water" information homepage. Links to USEPA, Integrated Pest Management \(IPM\), California Coastal Commission, State Water Resource Control Board, and Heal the Bay, and 888CleanLA](#)

If so, what is the address?

[www.TorranceCA.gov](#) (under Government, select Public Works or Community Development) and [www.recycletorrance.org](#)

12. Has awareness increased in your community regarding storm water pollution? Yes ☒ No ☐

Do you feel that behaviors have changed? Yes ☒ No ☐

Explain the basis for your answers. Include a description of any evaluation methods that are used to determine the effectiveness of your agency's outreach.

Los Angeles County Municipal Storm Water Permit (Order 01-182)**Individual Annual Report Form****Attachment U-4**

The City receives feedback from the general public at City Council Meetings, Community Meetings (Homeowners Associations), business events, and City sponsored events such as the City Yard Open House and Earth Day. Feedback sheets from employees attending the citywide Public Agency training for NPDES are collected and reviewed. The City Strategic plan Committee also included clean storm water as a strategic goal for the City.

13. How would you modify the storm water public education program to improve it on the City or County level?

Continue to expand to other grade levels (junior high and high school), develop a procedure for evaluation, focus program to specific adult target audiences, create additional materials for other outreach methods (bus signs, cable TV spots, etc.) Coordinate/Participate in more City sponsored outreach events for public participation and awareness. Work more closely with Heal The Bay and California Coastal Commission, the State and County to develop more creative and interactive programs and outreach events that would generate interest. The County should have a focused advertised campaign to reduce cigarette butt litter (PSA's outlawing smoking on the beach), and pet waste. Work collaboratively with surrounding businesses and sister cities to form environmental task teams.

**Los Angeles County Municipal Storm Water Permit (Order 01-182)
Individual Annual Report Form**

Attachment U-4

B. Industrial/Commercial Facilities Program

1. Critical Source Inventory Database

Did you (individually or jointly) update the Database for Critical Sources Inventory?

Yes ☒

No ☐

Comments/Explanation/Conclusion:

The Community Development Department provided oversight of the Commercial Industrial Facilities Management Program upon the expiration of the Fire Department's contract with CAA for inspection services. Community Development resumed inspections until February 2011 as the lead department in overseeing the Industrial/Commercial Facilities Program. The Fire Dept began performing inspections as of February 2011 at which time the NPDES Commercial Industrial Facilities Management Program component was re-assigned to the Fire Department. Inspection forms were revised along with the creation of an NPDES Inspection database. Hard copies of these forms are filed by site address.

2. Inspection Program

Provide the reporting data as suggested in the following tables.

Category	Initial Number of Facilities at the start of cycle proposed for inspection by categories (after the initial year, the updated number based on the new data)	Number of facilities inspected in the current reporting year	% Completed at the time of this report for present cycle (from the initial value, and from the updated value after first cycle)	Total number since permit adoption
Landfills	N/A	N/A	N/A	N/A
TSDf	N/A	N/A	N/A	N/A
Food Establishments	497	173	35%	1302
RGO's	37	16	43%	74
Automotive Services	174	58	33%	311
Industrial	315	80	25%	551
TOTALS	1023	327		2238

Comments/Explanation/Conclusion:

Los Angeles County Municipal Storm Water Permit (Order 01-182)
Individual Annual Report Form

Attachment U-4

3. **BMPs Implementation**

Provide the reporting data as suggested in the following table.

Category	Number of facilities inspected by category in this reporting year	Number of facilities identified as adequately implementing BMPs as specified in this reporting year	% adequately implementing out of total in this reporting year	Number of facilities required to implement or upgrade in this reporting year	Number of facilities inspected by category in this reporting cycle	Number of facilities identified as adequately implementing BMPs as specified in this reporting cycle	% adequately implementing out of total in this reporting cycle	Number of facilities required to implement or upgrade in this reporting cycle	Total Number during this permit adequately implementing	Total Number during this permit required to implement or upgrade
Landfills	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
TSDF	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Food Establishments	173	103	55.5%	70	393	203	52%	217	103	217
RGO's	16	14	87.5%	2	36	16	44.4%	12	14	12
Automotive Services	58	46	75.3%	12	138	92	67%	43	46	43
Industrial	80	76	95%	4	171	165	96.5%	63	76	63
TOTALS	327	239		88	738	446		335	239	335

Comments/Explanation/Conclusion:

A new cycle of inspections will commence in the 2011-12 reporting year. Onsite inspections are conducted to determine if facilities were properly implementing BMP's. If insufficient BMP's or BMP's that need improvement or correction are found, the inspector provides suggestions to improve BMP implementation. This is done verbally after the inspection and documented within the inspection report.

4. **Enforcement Activities**

Provide the reporting data as suggested in the following tables.

Los Angeles County Municipal Storm Water Permit (Order 01-182)
Individual Annual Report Form

Attachment U-4

Enforcement Actions by categories (e.g. Warning letter, NOV, referral to D.A., etc.)	Number of facilities issued enforcement actions in the current reporting year	Number of facilities issued enforcement actions in the current reporting cycle	Number of facilities (re)inspected due to enforcement actions in current reporting year	Number of facilities (re)inspected due to enforcement actions in current reporting cycle	Number of facilities brought into compliance in the current reporting year	Number of facilities brought into compliance in current reporting cycle	Total number of enforcement actions since permit adoption (by category)
Warning Letter	3	N/A	1	N/A	3	N/A	
Final Notice	1	N/A	2	N/A	1	N/A	
NOV	4	N/A	2	N/A	4	N/A	
Referred to DA	1	N/A	1	N/A	1	N/A	

Facilities by category	Number of Warning letters	Number of NOV's	Number of Referral	Number of Other
Industrial		1		
Automotive		4		
RGO	2			
Restaurant		1		
Other		2	1	

Comments/Explanation/Conclusion:

The number of enforcement activities has decreased from prior years due to the fact that the City of Torrance had revised the definition of what is considered progressive enforcement for a violation. In addition, we are inspecting all restaurants as part of the Clean Bay Restaurant Certification Program and providing information and education onsite during inspections. We are currently in the process of developing an updated tracking system that we can incorporate progressive enforcement from both the Fire Department and CDD/Environmental actions into.

Fire: Our enforcement includes a re-inspection of the site. If the site is non-compliant pictures may be taken and a Notice of Violation (NOV) may be issued.

5. Program Implementation Effectiveness Assessment

Please give a brief assessment of the implementation of the program in removing pollutants from the storm water discharges. Please provide an explanation. Suggested improvements or adjustments based on the knowledge gained through this reporting period activities must be reflected in a change in the SQMP, if warranted.

Los Angeles County Municipal Storm Water Permit (Order 01-182)
Individual Annual Report Form

Attachment U-4

Highly Effective ☐

Somewhat Effective ☒

Non-effective ☐

Comments/Explanation/Conclusion:

Community Development/ Public Works: Inspectors received a variety of responses from facility owners/operators. Some liked the program and were glad to follow storm water BMP's; others were indifferent about the program but still implemented BMP's, and still others did not care for the program and failed to implement appropriate BMP's. For the most part businesses are doing their best to comply and to keep pollutants from entering the storm drain system. Stormwater Pollution Prevention and General Municipal Training increased in the past year.

6. You must also submit a quarterly electronic submittal of your Industrial/Commercial Facilities Program activities ([please see attachment](#)).

Los Angeles County Municipal Storm Water Permit (Order 01-182)
Individual Annual Report Form
Attachment U-4

C. Development Planning Program (Part 4.D)

1. Does your agency have a process to minimize impacts from storm water and urban runoff on the biological integrity of natural drainage systems and water bodies in accordance with requirements under CEQA, Section 404 of the CWA, local ordinances, and other legal authorities? Yes ☒ No ☐
Attach examples showing how storm water quality impacts were addressed in environmental documents for projects over the past year.
2. Does your agency have procedures to include the following requirements in all priority development and redevelopment projects:
 - a) Maximize the percentage of permeable surfaces to allow more percolation of storm water into the ground? Yes ☒ No ☐
 - b) Minimize the quantity of storm water directed to impermeable surfaces and the MS4? Yes ☒ No ☐
 - c) Minimize pollution emanating from parking lots through the use of appropriate treatment control BMPs and good housekeeping practices? Yes ☒ No ☐
 - d) Provide for appropriate permanent measures to reduce storm water pollutant loads from the development site? Yes ☒ No ☐
3. List the types and numbers of BMPs that your agency required for priority projects to meet the requirements described above.

Our Torrance Municipal Code, and the policy and practice of the Planning Division in requiring conditions of approval for zoning entitlements, prescribes building setbacks, mandates landscaping, and limits lot coverage, building size and building siting. In addition, the City encourages developers to incorporate design features into the project in order to meet SUSMP's requirements. The use of extensive areas of landscaping, the reduction of paved surfaces, the use of turf block, drainage swales and onsite retention are recommended design features that have been incorporated into projects within the last year. Staff has made suggestions such as utilizing turf block in emergency access roads, some parking areas and other areas with light or occasional traffic. Furthermore, many projects have incorporated clarifiers and onsite retention systems. Lastly, the City requires projects to provide trash receptacles, and covered trash enclosures to reduce litter and other storm water pollutants. **Number of BMP's: 14**

Los Angeles County Municipal Storm Water Permit (Order 01-182)
Individual Annual Report Form
Attachment U-4

4. Describe the status of the development or implementation of peak flow controls in Natural Drainage Systems.

Not a requirement of Torrance, however the City does have 14 stormwater retention and detention flood control basins that function to eliminate peak flows and infiltrate stormwater.

5. Has your agency amended codes and/or ordinances to give legal effect to the SUSMP changes required in the Permit? Yes ☐ No ☒

6. Describe the process your agency uses to include SUSMP design standards in new development and redevelopment project approvals.

During the Development Planning stage of a project, applicants are advised of the SUSMP requirements at the public counter. Furthermore, as nearly every priority development or redevelopment project requires Planning Commission approval, it is the City's procedure to require these types of project to participate in an initial plot plan review meeting with concerned City departments. During these meetings, the applicant is advised of code requirements and special conditions that are applicable to their project. This includes various techniques to comply with SUSMP requirements. Once the project is submitted to the Planning Commission for review these comments are included as code requirements or special conditions of approval in the resolution for the project.

Los Angeles County Municipal Storm Water Permit (Order 01-182)
Individual Annual Report Form
Attachment U-4

7. How many of each of the following projects did your agency review and condition to meet SUSMP requirements last year?
- | | | |
|----|--|---|
| a) | Residential | 0 |
| b) | Commercial | 1 |
| c) | Industrial | 0 |
| d) | Automotive Service Facilities | 0 |
| e) | Retail Gasoline Outlets | 1 |
| f) | Restaurants | 1 |
| g) | Parking Lots | 0 |
| h) | Projects located in or directly adjacent to or discharging directly to an environmentally sensitive area | 0 |
| i) | Total number of permits issued to priority projects | 3 |
8. What is the percentage of total development projects that were conditioned to meet SUSMP requirements? 7.6%
9. How has your agency prepared to reduce the SUSMP threshold for industrial/commercial facilities to 1 acre from 100,000 square feet in 2003?

The City has incorporated this requirement into the Municipal Code and it is being enforced.

10. After 2003, how many additional projects per year will require/did require implementation of SUSMP requirements as a result of the lower threshold? N/A
11. Does your agency participate in an approved regional or sub-regional storm water mitigation program to substitute in part or wholly SUSMP requirements for new development? Yes ☐ No ☒
12. Has your agency modified its planning procedures for preparing and reviewing CEQA documents to consider potential storm water quality impacts and provide for appropriate mitigation? Yes ☒ No ☐

If no, provide an explanation and an expected date of completion.

Los Angeles County Municipal Storm Water Permit (Order 01-182)
Individual Annual Report Form
Attachment U-4

13. Did your agency update any of the following General Plan elements in the past year?

- | | | | |
|----|--------------|---|-----------------------------|
| a) | Land Use | Yes <input checked="" type="checkbox"/> | No <input type="checkbox"/> |
| b) | Housing | Yes <input checked="" type="checkbox"/> | No <input type="checkbox"/> |
| c) | Conservation | Yes <input checked="" type="checkbox"/> | No <input type="checkbox"/> |
| d) | Open Space | Yes <input checked="" type="checkbox"/> | No <input type="checkbox"/> |

If yes, please describe how watershed and storm water quality and quantity management considerations were included.

The City of Torrance General Plan was adopted on April 6, 2010. The Community Resource Element, which encompasses the topics of conservation, open space and parks and recreation, will address water quality and protection and conservation of water resources. The Community Resource Element includes policies for protecting water quality that are consistent with current NPDES requirements. The City will continue implementing programs that educate the public about water pollution and enforce against water quality violators in cooperation with the California Regional Water Quality Board.

Policy from Community Resource Element:

POLICY CR.15.5: Enforce regulations aimed at reducing groundwater and urban runoff pollution, including the National Pollutant Discharge Elimination System (NPDES) requirements of the Regional Water Quality Control Board

Excerpt from the Circulation and Infrastructure Element:

To help control runoff and pursuant to requirements established by the State Regional Water Quality Control Board, Los Angeles Region, individual projects may be required to provide on-site storm water detention, infiltration, and treatment prior to discharge into the local and then regional systems. The federal Water Pollution Control Act prohibits the discharge of any pollutant to navigable waters from a point source unless the discharge is authorized by a National Pollutant Discharge Elimination System (NPDES) permit. In Torrance, NPDES permits are issued by the California Regional Water Quality Control Board, Los Angeles Region as part of its Storm Water Program. The City has obtained funding for an upgrade to the Storm Drain Master Plan to coordinate future drainage improvements with recent NPDES requirements. NPDES and storm water runoff is discussed in detail in the Water Conservation and Quality section of the Community Resources Element (Section 3.3.2).

Los Angeles County Municipal Storm Water Permit (Order 01-182)
Individual Annual Report Form
Attachment U-4

14. How many targeted staff were trained last year? 102
15. How many targeted staff are trained annually? 250
16. What percentage of total staff are trained annually? 45%
17. Has your agency developed and made available development planning guidelines? Yes ☒ No ☐
18. If no, what is the expected date that guidelines will be developed and available to developers? N/A
19. What is the status of completion of the technical manual for siting and design of BMPs for the development community?

The City of Torrance is following the technical manual under development by the Principal Permittee, with future amendments.

The Building (Grading) and Development Review Divisions use a boilerplate during Plan Check and Construction design phase to make all developments aware of the BMP requirements:

"As a precursor to obtaining a Grading permit, an Erosion Control Plan providing Best Management Practices (BMPs) to control the discharge of storm water pollutants, including sediments, associated with the construction activities will have to be submitted to and approved by the Grading Division in accordance with National Discharge Elimination System (NPDES) and Standard Urban Stormwater Mitigation Plan (SUSMP) regulations (see Section 3. Air Quality for required BMPs to address such concerns). Drainage and surface runoff related to short term construction related activities will be controlled pursuant to the provisions of the grading permit. As the site was recently developed, 1998, and the new buildings will be located over currently paved areas, the soils absorption rates will not change. Therefore, there will be no significant environmental impacts with regards to bodies of water or groundwater systems".

Los Angeles County Municipal Storm Water Permit (Order 01-182)
Individual Annual Report Form
Attachment U-4

D. Development Construction Program

1. Describe your agency's program to control runoff from construction activity at all construction sites within its jurisdiction.

In the 2010-11 permit year, inspections for compliance with construction BMP's were made in the course of every site visit during the construction. Building inspectors thoroughly go through a BMP checklist at every inspection and spot checks are done before, during, and after storm events to ensure correct placement of erosion control measures where required

2. Does your agency require the preparation, submittal, and implementation of a Local Storm Water Pollution Prevention Plan (Local SWPPP) prior to the issuance of a grading permit for all sites that meet one or all of the following criteria?

- a) Will result in soil disturbance of one acre or greater Yes ☒ No ☐
- b) Is within, directly adjacent to, or is discharging directly to an environmentally sensitive area Yes ☒ No ☐
- c) Is located in a hillside area Yes ☐ No ☐

3. Attach one example of a local SWPPP (*see attachment*)
4. Describe the process your agency uses to require proof of filing a Notice of Intent for coverage under the State General Construction Activity Storm Water permit and a certification that a SWPPP has been prepared prior to issuing a grading permit?

As part of Grading plan check, the applicant must provide a Waste Discharge I.D. number and a copy of the State SWPPP, or a local SWPPP must be submitted for review. The SWPPP is reviewed and approved prior to grading permit and the SWPPP must include a copy of the RWQCB receipt.

Los Angeles County Municipal Storm Water Permit (Order 01-182)
Individual Annual Report Form
Attachment U-4

5. How many building/grading permits were issued to sites requiring Local SWPPPs last year? 1
6. How many building/grading permits were issued to sites requiring coverage under the General Construction Activities Storm Water Permit last year? 2163/3
7. How many building/grading permits were issued to construction site less than one acre in size last year? 2158/37
8. How many construction sites were inspected during the last wet season? 302
9. Complete the table below.

Type of Violation	# of Violations	% of Total Inspections	# of Follow-up Inspections	# of Enforcement Actions
Off-site discharge of sediment	2 (CDD)	0.5	5	0
Off-site discharge of other pollutants	6 (CDD)	0	2	0
No or inadequate SWPPP	0	.00	0	0
Inadequate BMP/SWPPP implementation	2 (CDD)	.05	20	0

10. Describe the process for taking enforcement actions against construction site violations, including the types of actions that are taken.

An instance of non-compliance with any of the development construction program requirements triggers a verbal warning. If non-compliance persists, the matter then becomes a code enforcement issue. A notice of violation is then posted on the site and a copy is mailed to the owner if record. If full compliance is not met within three calendar days, all work stops at the site except work on BMP's.

11. Describe the system that your agency uses to track the issuance of grading permits.

The City of Torrance uses a software program called Permit Plan, which is a permit issuance computer program used to issue and track all grading permits. Currently the City is working to develop a complaint tracking component to permit plan to incorporate NPDES complaints and follow up actions.

Los Angeles County Municipal Storm Water Permit (Order 01-182)
Individual Annual Report Form
Attachment U-4

E. Public Agency Activities (Part 4.F)

1. Sewage System Maintenance, Overflow, and Spill Prevention
(only applicable to agencies that own and/or operate a sanitary sewer system)

- a) Has your agency developed and implemented a response plan for sanitary sewer overflows that includes the requirements in Order 01-182? Yes ☒ No ☐
- b) How many sanitary sewer overflows occurred within your jurisdiction? 7
- c) How many did your agency respond to? 7
- d) Did your agency investigate all complaints received? Yes ☒ No ☐
- e) How many complaints were received? 86
- f) Upon notification, did your agency immediately respond to overflows by containment? Yes ☒ No ☐
- g) Did your agency notify appropriate sewer and public health agencies when a sewer overflowed to the MS4? Yes ☒ No ☐
- h) Did your agency implement a program to prevent sewage spills or leaks from sewage facilities from entering the MS4? Yes ☒ No ☐
- If so, describe the program:

Los Angeles County Municipal Storm Water Permit (Order 01-182)**Individual Annual Report Form****Attachment U-4**

Notification procedure (Public Works): All sewage spills, regardless of the amount, are to be reported to the supervisor immediately. Sewage spills greater than 100 gallons are to be reported as soon as the person has knowledge of the discharge, notification is possible, and notification can be provided without substantially impeding clean-up or other emergency measures immediately to the Office of Emergency Services.

Sewage Spill Response Procedure (Public Works):

1. Respond to reported sewer leak/stoppage location and analyze the situation.
2. Set up traffic control for the public and crew's safety.
3. If manhole is overflowing or there is a mainline stoppage:
 - a. Clear stoppage using HydroJet equipment
 - b. Set up Vactor truck downstream at storm drain, manhole, or gutter (which ever is applicable) to pick up spilled sewage.
 - c. Flush spill site with fresh water and vacuum up water and sewage.
 - d. Complete spill report
4. *If sewage is on private property:*
 - a. Notify owner of the problem
5. *If spill is leaking onto public property:*
 - a. Set up Vactor truck to pick up spill until problem is corrected.
6. *If during working hours:*
 - a) Report spill until problem is corrected.
 - b) Complete spill report

- i) Did your agency implement a program to identify, repair, and remediate sanitary sewer blockages, exfiltration, overflow, and wet weather overflows from sanitary sewers to the MS4?

Yes ☒ No ☐

If so, describe the program:

The City (Public Works Sanitation/Wastewater) has a sewer/storm drain/catch basin database that tracks the repairs, identifies locations of blockages, and details the type of repair or maintenance activity of debris. They also have a video inspection program to check condition of older sewers or sewers included as part of street rehabilitation projects. From the sewer videos Sewer Rehabilitation projects are identified.

Los Angeles County Municipal Storm Water Permit (Order 01-182)
Individual Annual Report Form
Attachment U-4

2. Public Construction Activities Management

- a) What percentage of public construction sites 5 acres or greater in size did your agency obtain coverage under the State of California General Construction Activities Storm Water Discharge Permit ? 100 %
- b) Give an explanation for any sites greater than 5 acres that were not covered:

- c) What is the total number of active public construction sites? 4
How many were 5 acres or greater in size? 1
- d) (After March, 2003) Did your agency obtain coverage under the State of California General Construction Activities Storm Water Discharge Permit coverage for public construction sites for sites one acre or greater? Yes ☒ No ☐

3. Vehicle Maintenance/Material Storage Facilities/Corporation Yards Management

- a) Did your agency implement pollution prevention plans for each public vehicle maintenance facility, material storage facility, and corporation yard? Yes ☒ No ☐

SWPPP's were updated for vehicle Maintenance (Fleet) facility and City Airport, and City Yard. Inspections of the City Yard and Airport were completed by our onsite NPDES Inspector to ensure proper implementation of BMP's and Housekeeping measures.

Los Angeles County Municipal Storm Water Permit (Order 01-182)
Individual Annual Report Form
Attachment U-4

- b) Briefly describe how your agency implements the
- c) following, and any additional, BMPs to minimize pollutant discharges in storm water:
- (1) Good housekeeping practices
 - (2) Material storage control
 - (3) Vehicle leaks and spill control
 - (4) Illicit discharge control

All of these requirements are dealing with the Pollution Prevention Plan, as specified under the previous municipal NPDES permit and in accordance with the public agency program. The City Services Facility and City Airport has a separate permit and a SWPPP is available for review. The above mention BMP'S are included and implemented in the SWPPP. Annual training is provided to the respective departments and divisions as well as BMP brochures and material. PW and Fire both maintain a spill prevention protocol to address illicit discharge control.

- d) Are all Permittee owned and/or operated vehicle/equipment wash areas self-contained, covered, equipped with a clarifier, and properly connected to the sanitary sewer? Yes ☒ No ☐
- If not, what is the status of implementing this requirement?

- e) How many Permittee owned and/or operated vehicle/equipment wash areas are scheduled to be redeveloped to include the BMPs listed above? N/A

4. Landscape and Recreational Facilities Management

- a) Has your agency developed a standardized protocol for the routine and non-routine application of pesticides, herbicides (including pre-emergents), and fertilizers? Yes ☒ No ☐
- Briefly describe this protocol:

Los Angeles County Municipal Storm Water Permit (Order 01-182)**Individual Annual Report Form****Attachment U-4**

Public Works/Streetscape & Community Services/Parks Services:
The protocol or "SOP" calls for impacted landscape maintenance personnel to:

Public Works/Streetscape & Community Services/Parks Services:
The protocol or "SOP" calls for impacted landscape maintenance personnel to:

- 1) Apply minimum amounts of each significant material
- 2) Avoid application during storm events or impending storm Events
- 3) Use of pesticides and/or fertilizers allowed after inspection of area and/or plants. Non-pesticide remedies are considered and used prior to pesticide/fertilizer application.

- b) How does your agency ensure that there is no application of pesticides or fertilizers immediately before, during, or immediately after a rain event or when water is flowing off the area to be applied?

Application of pesticides and fertilizers are not authorized when there is a 40% chance of rain within 24 hours of proposed application to prevent material run off; application is not allowed until ground is dry. Area supervisors are advised of application times and inform their respective crews to turn irrigation off 12 hours prior to application and 12 hours after. Pre-emergent herbicides are irrigated to a depth of ½ inch of soil with the applicator in direct control. The above criteria apply to fertilizer applications also.

- c) Are any banned pesticides, herbicides, fungicides, or rodenticides stored or applied in your agency's jurisdiction that you know of?

Yes ☐ No ☒

If so, list them:

N/A

Los Angeles County Municipal Storm Water Permit (Order 01-182)
Individual Annual Report Form
Attachment U-4

- d) What percentage of your agency's staff that apply pesticides are certified by the California Department of Food and Agriculture, or are under the direct supervision of a certified pesticide applicator? 100%
- e) Describe procedures your agency has implemented to encourage retention and planting of native vegetation and to reduce water, fertilizer, and pesticide needs:

Landscape maintenance staff in Public Works and Community Services has been given specific training that encourages the planting of native and drought tolerant vegetation, which is also keeping with the City's water conservation program. Impacted City staff has been encouraged by training, to incorporate Integrated Pest Management (IPM) whenever possible as a means of reducing the need for pesticides.

5. Storm Drain Operation and Management

- a) Did your agency designate catch basin inlets within its jurisdiction as Priority A; Priority B; and Priority C? Yes ☒ No ☐
- b) How many of each designation exist in your jurisdiction?
- | | |
|-------------|------|
| Priority A: | 51 |
| Priority B: | 69 |
| Priority C: | 1147 |
- c) Is your city subject to a trash TMDL? Yes ☒ No ☐
- d) If yes, describe the activities and/or implementation measures that your agency conducted pursuant to the TMDL and any other trash reduction efforts that occurred.

The City is subject to the Machado Lake Trash TMDL and has developed an Implementation Plan to address the TMDL. The City has also completed a Pilot Program to test different catch basin full capture screens and curb opening grates and is in the process of implementing the first phase of installation as part of the Madrona Marsh Restoration and Enhancement Program.

Los Angeles County Municipal Storm Water Permit (Order 01-182)
Individual Annual Report Form
Attachment U-4

- e) How many times were all Priority A basins cleaned last year? 4
- f) How many times were all Priority B basins cleaned last year? 2
- g) How many times were all Priority C basins cleaned last year? 1
- h) How much total waste was collected in tons from catch basin clean-outs last year? 24 tons
- i) Attach a record of all catch basins in your jurisdiction. This shall identify each basin as City or County owned, and Priority A, B, or C. For all basins that are owned and operated by your agency, include dates that each was cleaned out over the past year.
- j) Did your agency place and maintain trash receptacles at all transit stops within its jurisdiction. Yes ☒ No ☐
- k) How many new trash receptacles were installed last year? N/A
- l) Did your agency place special conditions for events that generated substantial quantities of trash and litter including provisions that:
- (1) Provide for the proper management of trash and litter generated from the event? Yes ☒ No ☐
- (2) Arrange for temporary screens to be placed on catch basins? Yes ☒ No ☐
- (3) Or for catch basins in that area to be cleaned out subsequent to the event and prior to any rain? Yes ☐ No ☒
- m) Did your agency inspect the legibility of the catch basin stencil or labels? Yes ☒ No ☐
What percentage of stencils were legible? 100%

Los Angeles County Municipal Storm Water Permit (Order 01-182)**Individual Annual Report Form****Attachment U-4**

- n) Were illegible stencils recorded and re-stenciled or re-labeled within 180 days of inspection? Yes ☒ No ☐
- o) Did your agency visually monitor Permittee-owned open channel storm drains and other drainage structures for debris at least annually and identify and prioritize problem areas of illicit discharge for regular inspection? Yes ☒ No ☐
Is the prioritization attached? Yes ☐ No ☒
- p) Did your agency review its maintenance activities to assure that appropriate storm water BMPs are being utilized to protect water quality? Yes ☒ No ☐
What changes have been made?

N/A

- q) Did your agency remove trash and debris from open channel storm drains a minimum of once per year before the storm season? Yes ☒ No ☐
- r) How did your agency minimize the discharge of contaminants during MS4 maintenance and clean outs?

The open channels, which were maintained by the City, do not have flows during the maintenance period.

- s) Where is removed material disposed of?

Material is disposed of at a local BFI Transfer Stations located in Compton and Wilmington, CA

Los Angeles County Municipal Storm Water Permit (Order 01-182)
Individual Annual Report Form
Attachment U-4

6. Streets and Roads Maintenance

- a) Did your agency designate streets and/or street segments within its jurisdiction as one of the following:
- (1) Priority A – streets and/or street segments that are designated as consistently generating the highest volumes of trash and/or litter? Yes ☐ No ☒
 - (2) Priority B - streets and/or street segments that are designated as consistently generating moderate volumes of trash and/or litter? Yes ☐ No ☒
 - (3) Priority C – streets and/or street segments that are designated as generating low volumes of trash and/or litter? Yes ☐ No ☒
- b) Did your agency perform all street sweeping in compliance with the permit and according to the following schedule:
- (1) Priority A – These streets and/or street segments shall be swept at least two times per month? Yes ☒ No ☐
 - (2) Priority B - Each Permittee shall ensure that each streets and/or street segments is cleaned at least once per month? Yes ☒ No ☐
 - (3) Priority C – These streets and/or street segments shall be cleaned as necessary but in no case less than once per year? Yes ☒ No ☐

Los Angeles County Municipal Storm Water Permit (Order 01-182)
Individual Annual Report Form
Attachment U-4

- c) Did your agency require that saw cutting wastes be recovered and disposed of properly and that in no case shall waste be left on a roadway or allowed to enter the storm drain? Yes ☒ No ☐
- d) Did your agency require that concrete and other street and road maintenance materials and wastes be managed to prevent pollutant discharges? Yes ☒ No ☐
- e) Did your agency require that the washout of concrete trucks and chutes only occur in designated areas and never into storm drains, open ditches, streets, or catch basins leading to the storm drain system? Yes ☒ No ☐
- f) Did your agency train its employees in targeted positions (whose interactions, jobs, and activities affect storm water quality) regarding the requirements of the storm water management program to:
- (1) Promote a clear understanding of the potential for maintenance activities to pollute storm water? and Yes ☒ No ☐
- (2) Identify and select appropriate BMPs? Yes ☒ No ☐

7. Parking Facilities Management

- a) Did your agency ensure that Permittee-owned parking lots be kept clear of debris and excessive oil buildup and cleaned no less than 2 times per month and/or inspected no less than 2 times per month to determine if cleaning is necessary. Yes ☒ No ☐
- b) Were any Permittee-owned parking lots cleaned less than once a month? Yes ☐ No ☒
How many? N/A

Los Angeles County Municipal Storm Water Permit (Order 01-182)
Individual Annual Report Form
Attachment U-4

8. Public Industrial Activities Management

- a) Did your agency, for all municipal activity considered an industrial activity under USEPA Phase I storm water regulations, obtain separate coverage under the State of California General Industrial Activities Storm Water Discharge Permit no later than December 31, 2001? Yes ☒ No ☐
- b) Does your agency serve a population of less than 100,000 people? Yes ☐ No ☒

9. Emergency Procedures

- a) In case of real emergencies, did your agency repair essential public services and infrastructure in a manner to minimize environmental damage? Yes ☒ No ☐
- b) Were BMPs implemented to the extent that measures did not compromise public health and safety? Yes ☒ No ☐

10. Feasibility Study

- a) Did your agency cooperate with the County Sanitation Districts of Los Angeles County to prepare a study which investigates the possible diversion of dry weather flows or the use of alternative treatment control BMPs? Yes ☒ No ☐
- b) Did your agency review its individual prioritized list and create a watershed based priority list of drains for potential diversion and submit a listing of priority diversions to the Regional Board Executive Officer? Yes ☒ No ☐

Los Angeles County Municipal Storm Water Permit (Order 01-182)
Individual Annual Report Form
Attachment U-4

- F. Illicit Connections and Illicit Discharges (IC/ID) Elimination Program (Part 4.G)
1. Attach a copy of your agency's IC/ID Elimination Implementation Program (Part 4.G.1.a.).
 2. Attach a map of your storm drain system showing all permitted connections (if available), and the locations of all illicit connections and discharges that occurred last year (Part 4.G.1.b). If your agency has not completed this requirement, describe the status of the development of a baseline map, including an expected completion date.

See attached map in required attachments section, of illicit discharges and permitted connections that occurred

Los Angeles County Municipal Storm Water Permit (Order 01-182)
Individual Annual Report Form
Attachment U-4

3. Describe your enforcement procedures for eliminating illicit discharges and terminating illicit connections.

Upon discovery of in progress illicit discharges the Fire Department is the first point of contact for code enforcement, police, or citizen. An engine is sent out depending on the type of materials being discharged. Afterwards the following activities occur:

Upon arrival, the objective is to stop and contain the spill. The steps normally taken to accomplish this include: identifying the type and extent of the spill and making contact with a responsible party.

In order to oversee clean-up of the spill, a determination is made as to the type of clean-up procedures required. If necessary, the responsible party contacts an outside contractor so that the most effective clean-up occurs.

- Any driveways or sidewalks near the impacted area are closed off to prevent spread of the spill.
- Other agencies are notified as required.
- The location is monitored until it is verified that the site is completely cleaned.
- BMP's are provided to the responsible party.
- The discharge is documented in a filing system.
- If it is an illicit connection, CDD/Building and Safety is included with any remediation work.

Upon responding to a report of an illicit discharge the Fire Dept. takes action to contain the discharge and identify the material. Additional resources are utilized as needed for proper clean up and proper disposal. The responsible party will be provided education on site or cited if proven to be non-compliant. An NOV is issued when the responsible party receives several verbal and written warnings.

4. Describe your record keeping system to document all illicit connections and discharges.

CDD/PW- Upon notification of illicit discharges or connections, the information is recorded and maintained in a filing system or database. Each incident is given a tracking number and as enforcement actions are taken or inspections occur, the activity is documented in the system. Once the incident is resolved, the case is closed in the system.

Fire- An incident number is assigned during any response. Staff can refer back to the incident number to track repeat illicit discharges. NPDES inspection forms were revised along with databases. The City's GIS system creates maps to document illicit discharges and spill locations.

Los Angeles County Municipal Storm Water Permit (Order 01-182)
Individual Annual Report Form
Attachment U-4

5. What is the total length of open channel that your agency owns and operates? 1.25 miles
6. What length was screened last year for illicit connections? 1.25 miles
7. What is the total length of closed storm drain that your agency owns and operates? 51.25
8. What length was screened last year for illicit connections? 0
9. Describe the method used to screen your storm drains.

In the 2006-07 reporting year we video inspected 21 miles of 36" Ø and greater, which involved a visual observation of open channels with video inspection camera. No illicit connections were observed in the 21 miles of all storm drains videotaped. We did not do a storm drain video inspection contract in the 2009-10 year so no illicit connections were discovered, and in the 2010-11 reporting year Public Works implemented a pilot program to install 30 catch basin full capture screens to test the devices.

10. Provide the reporting data for illicit connections as suggested in the following table (you may submit a spreadsheet from your database that contains the information).

Year	Total # reported/ identified	Total # investigated	# that conveyed exempt discharges or NPDES permitted	# that conveyed illicit discharges that were terminated	# that were removed	# that resulted in enforcement action	# that resulted in <i>other</i> actions
01/02	0	0	0	0	0	0	0
02/03	0	0	0	0	0	0	0
03/04	0	0	0	0	0	0	0
04/05	0	0	0	0	0	0	0
05/06	0	0	0	0	0	0	0
06/07	0	0	0	0	0	0	0
07/08	0	0	0	0	0	0	0
08/09	0	0	0	0	0	0	0
09/10	0	0	0	0	0	0	0
10/11	0 (PW)	0	0	0	0	0	0

Los Angeles County Municipal Storm Water Permit (Order 01-182)
Individual Annual Report Form
Attachment U-4

11. Explain any *other* actions that occurred in the last year.

12. What is the average time it takes your agency to initiate an illicit connection investigation after it is reported?

N/A

a) Were all identified connections terminated within 180 days?

Yes ☐ No ☒

b) If not, explain why.

No (additional) illicit connections were found other than what has been reported in previous years.

13. Provide the reporting data for illicit discharges as suggested in the following table (you may submit a spreadsheet from you database that contains this information).

Year	Total # reported	Total # that were discontinued/ cleaned up voluntarily through enforcement and the source was identified	# that were cleaned up but the source could not be identified	# that resulted in no evidence of discharge	# that were determined to be conditionally exempt	# that were exempt or in compliance and the source identified	# that resulted in enforcement action
01/02	96	96	96	0	0	0	0
02/03	78	78	77	0	0	0	0
03/04	114	114	101	8	0	3	2
04/05	89	89	82	4	0	1	1
05/06	69	69	69	0	0	0	0
06/07	53	53	53	0	0	0	0
07/08	42	38	2	0	0	0	2
08/09	133	67	19	26	2	12	7
09/10	96	96	96	0	0	0	0
10/11	7 (PW) 5 (ENV) 49 (FIRE)	43	3	4	2	0	9

Los Angeles County Municipal Storm Water Permit (Order 01-182)
Individual Annual Report Form
Attachment U-4

14. What is the average response time after an illicit discharge is reported? Within ½ hour

a) Did any response times exceed 72 hours? Yes ☐ No ☒

b) If yes, explain why.

15. Describe the your agency's spill response procedures.

The following are the steps taken when responding to a spill:

1. The Fire Department is the first responder to all illicit discharges and spills (both hazardous and non-hazardous).
2. If the spill has left the site, the Public Works Department is contacted to help stop the flow before it reaches the storm drain.
3. Traffic control is requested if needed.
4. If the material is other than sewage or construction effluent, Torrance Fire Department Hazmat is called in.
5. If the material has reached a storm drain, the government body the storm drain belongs to is notified. The property owner/manager of the spill site is contacted and informed to stop the flow and carry out effective clean up.
6. If the flow is sewage and stopping the problem is more than ½ hour, the owner/manager is asked to turn the fresh water supply source off voluntarily.
7. If it is not voluntarily turned off, the Water Department is requested to turn the water off.
8. An EQO is called in should enforcement be deemed necessary and stays at the site through clean up.
9. Follow up inspections are scheduled if necessary and Fire documents the incident details after completion.

Los Angeles County Municipal Storm Water Permit (Order 01-182)
Individual Annual Report Form
Attachment U-4

16. What would you do differently to improve your agency's IC/ID Elimination Program?

- Continue to educate contractors about Best Management Practices. (Such a program is currently running).
- Continued outreach efforts and GIS plotting of reporting illicit connections and illicit discharges.
- Continue with the Clean Bay Restaurant Certification Program so the restaurants can incorporate BMP's and Housekeeping into their everyday practices so that can pass inspection 100% and certify as Clean Bay.
- Update and implement Spill Response protocol and contact lists.
- Educate the public on measures they can take to prevent storm water pollution and preventing run-off.
- Improve systems to incorporate multiple departments spill information into one reporting database.

17. Attach a list of all permitted connections to your storm sewer system.
(Please see attachment)

Los Angeles County Municipal Storm Water Permit (Order 01-182)
Individual Annual Report Form
Attachment U-4

V. Monitoring

Briefly describe any storm water monitoring activities that are not required by Order No. 01-182 that your municipality conducted, participated in, or received funding to conduct in the past fiscal year. These activities should correspond with the dollar amount you listed in Table 2.

VI. Assessment of Program Effectiveness

- A. Attach a summary of the effectiveness of your storm water management program. This summary should include, at a minimum, the following:
 - 1. An assessment of your agency's compliance with permit requirements, based on your responses to the questions in this form;
 - 2. Descriptions of any evaluation methods that your agency uses to determine the effectiveness of your storm water management program;
 - 3. A summary of the strengths and weaknesses of your agency's storm water management program;
 - 4. A list of specific program highlights and accomplishments;
 - 5. A description of water quality improvements or degradation in your watershed over the past fiscal year;
 - 6. Interagency coordination between cities to improve the storm water management program;
 - 7. Future plans to improve your agency's storm water management program; and
 - 8. Suggestions to improve the effectiveness of your program or the County model programs.
- B. On a scale of 1 to 10 (10 being full implementation of requirements by their deadlines), rate your municipality's level of compliance with Order No. 01-182.
- C. List any suggestions your agency has for improving program reporting and assessment.

Los Angeles County Municipal Storm Water Permit (Order 01-182)**Individual Annual Report Form****Attachment U-4****VII. Certification Statement**

"I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted.

Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility, of a fine and imprisonment for knowing violations.

Executed on the ____ day of _____, 20__,

at _____.

Printed Name _____ Title _____

(Signature) _____

Signature by duly authorized representative